

EL PASO POLICE DEPARTMENT JOB ANNOUNCEMENT



CONTRACT POSITION

Title: Crime Victim Services Supervisor

Compensation: \$14.47 per hour. Renewable personal services contract with a benefit package.

Typical Duties: Under general supervision of the Victim Support Services Unit, supervise assigned personnel, schedule, assign, instruct in, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standard of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants. Keep abreast of pertinent trends and practices. Develop, administer and revise standards, procedures and policies. Collect, maintain and analyze relevant statistical data. Conduct needs assessment of participants, members and the community. Collaborate on program interrelated activities with other agencies to include the Office of the Attorney General, departments, and service providers to ensure optimum program efficiency and effectiveness. Conduct community presentations on domestic violence, crime victim rights, and crime victim's compensation. Assign cases of domestic violence and other crimes to case managers on a daily basis utilizing police department communications tools. Contact victims of crime about their statutory rights within the criminal justice system either at the crime scene or through contact letters per Article 56.04.(d) of the Texas Code of Criminal Procedure. Assist victims of violent crime in receiving information regarding compensation either at the crime scene or through contact letters. Assist victims of violent crime who have applied for compensation; maintain statistics as required by granting agency; prepare statistical reports as required by granting agency. Coordinate activities of victim services volunteers.

Minimum Qualifications: Bachelor's Degree in Human Services, Criminal Justice, Business Administration, Sociology, Social Work, Psychology, or a related field, and one (1) year of professional supervisory or project management experience related to social or governmental programs, or an equivalent combination of training and experience.

Knowledge, abilities and skills: Good knowledge of: development and administration of social programs; English and grammar, spelling and punctuation; research methodology and statistics. Some knowledge of: principles, practices, techniques of marketing and public relations; operations and services of local government and community service agencies. Ability to: understand and interpret governmental publications, manuals and documents; utilize personal computer to enter and obtain data; analyze computer-generated reports and data; express oneself clearly and concisely orally and in writing to deliver public presentations and prepare reports as required; prepare promotional materials and newsletters; maintain effective working relationships with fellow employees, officials and the general public to advance program objectives. Ability to: plan use of facilities, supervise and train subordinates and volunteer workers; enforce regulations firmly, tactfully and impartially; establish and maintain effective working relationships with officials, and fellow employees; meet with and respond to general public inquiries and complaints, resolve complaints within guidelines or as directed; maintain records and prepare reports. A working knowledge of existing community resources is required, along with a good understanding of crisis reaction and victimology issues. Applicants should be computer literate, have a good driving record, proof of insurance, and be able to communicate clearly on a police radio. Heavy lifting is not required, but applicants need to be able to perform routine tasks without assistance. Knowledge of a second language is a plus for all applicants, but is not required.

All applicants will be asked to consent to a national, state, and local criminal background check.

Interested applicants must submit a **detailed resume including job functions** and salary history to:

Minnie Holguin
El Paso Police Department, Personnel Division
911 N. Raynor
El Paso, TX 79903
Fax: (915) 564-6959
E-mail: HolguinH@elpasotexas.gov

Resumes will not be accepted after 5:00 p.m., June 23, 2006